

The Sadleirs logo, featuring the word "sadleirs." in a white, lowercase, sans-serif font with a yellow arc above the "i".

sadleirs.



2024 Basis of Trading

Sadleirs Transport Co. (NSW) Pty Ltd
ABN 19 000 936 194



Contents

1.	Introduction	Page 3
2.	How to calculate the cubic volume of freight	Page 4
3.	Over Length Surcharge	Page 5
4.	Un-Crated Freight	Page 5
5.	Freight Weight	Page 5
6.	Booking and Freight Availability	Page 5
7.	Consignment Fee	Page 6
8.	Packaging of Goods	Page 6
9.	Booking Cancellation - Full Container Loads	Page 6
10.	Sadleirs Delivery Times	Page 7
11.	Labelling of Freight	Page 7
12.	Paperwork	Page 7
13.	Limited Liability Waiver	Page 8
14.	Fuel Surcharge	Page 8
15.	Support our Occupational Health & Safety Standards	Page 8
16.	Pallets	Page 9
17.	Transit times are expressed in working days	Page 9
18.	Storage Charges	Page 9
19.	Re-working of Freight	Page 10
20.	Demurrage at Pickup & Delivery	Page 10
21.	Time Slot Deliveries	Page 10
22.	Western Australian Quarantine & Inspection Service	Page 11
23.	Dangerous Goods	Page 11
24.	Re-Consignment Fee	Page 11
25.	Hand Load/Un-load	Page 12
26.	Tailgate Fee	Page 12
27.	Futile Pick Up & Delivery Fee	Page 12
28.	Table of Additional Charges	Page 13



1. Introduction

This Basis of Trading provides information to our customers when accessing the services of Sadleirs Logistics.

It should be read in conjunction with, and subject to, our **standard terms and conditions** and any other specific conditions agreed.

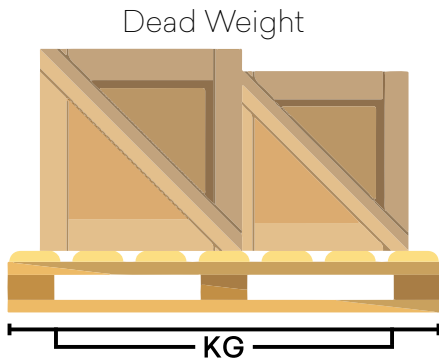
The Basis of Trading may be updated from time to time and the latest version is accessible **here**.

The document has been put together as part of our ongoing commitment to continuous improvement and is packed full of useful information to make your customer experience with Sadleirs Logistics even better and far more seamless. We hope you find our Basis of Trading extremely useful and informative.

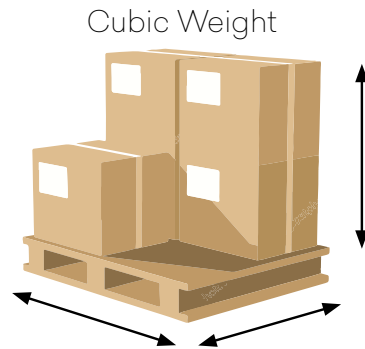
Should you require any further information, or if you require any further clarification, please contact your Sadleirs Representative.

2. How to calculate the cubic volume of freight

Sadleirs Logistics will charge either DEAD weight or CUBIC weight – whichever is greater.



The actual weight of the item.



The size of the freight item.

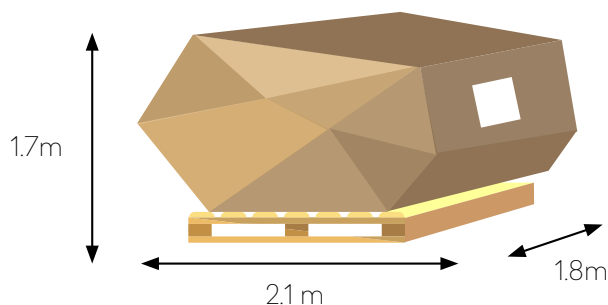
<p>Standard Cubic Conversion</p> <p>1 cubic metre of space = 333 KG</p>	<p>3 - Cube Conversion</p>	<p>Multiply the Length (L) x Width (W) x Height (H) = M3 (Cubic measurement)</p> <p>To convert the cubic measurement to KG multiply the M3 amount by the conversion rate of 333.</p>
<p>Australian Standard Pallets</p>		<p>Loscam and CHEP Pallets are calculated at 1.2m x 1.2m</p>
<p>Example</p>	<p>L = 95cm (or 0.95m) W = 120cm (or 1.2m) H = 135cm (or 1.35m)</p>	<p>Multiply the Length x Width x Height = M3 Multiply the M3 amount by the conversion rate of 333. $0.95 \times 1.2 \times 1.35 = 1.539\text{m}^3 \times 333 = 512.487 \text{ kgs}$</p>

You will be charged the greater of the two - dead weight or cubic weight. If the actual item weighed 750kg, then you would be charged the dead weight.

But if the item weighed 250kg, you would be charged the cubic weight of 512.487kg.

Please note that 3-cube conversion only applies to standard sized pallets and skids.

As we are unable to consolidate and blend, all oversized freight and obscure sizes will be rounded up to the nearest 1.2m.



Example

Eg: a 2.1m x 1.7m x 1.8m item will be rounded up to 2.4m x 2.4m x 2.4m.

Please note that if your freight is on a pallet or any other sort of packaging you must include this in your cubic and weight calculation.

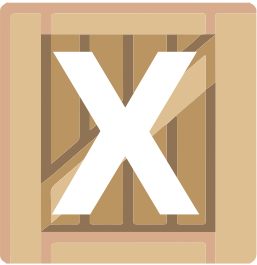
Also note that if the item is an odd shape, the greatest points must be used.

3. Over Length and Oversize Pallets Surcharge



Please note that the 3-cube conversion does not apply to over length products. Sadleirs reserves the right to charge based on actual footprint and total space occupied.

4. Un-Crated Freight



All freight needs to be adequately packaged for safe handling. As uncrated freight leads to damage, please note that Sadleirs take no liability for damages. Furthermore product must have gluts/lifting points for safe forklift loading/unloading.

Un-crated goods and machinery are not deemed general freight. Price on application. Also please note that all machinery must have fluids removed – ie. oil, fuel or any other type of fluids.

5. Freight Weight (including pallets)



Declared weights must be accurate as part of our shared **Chain of Responsibility & Legislative Requirements.**

Sadleirs conducts regular weight audits and any under declared weight will be charged at the normal tonnage rate.

Please note that if your freight profile materially changes to that quoted, this will trigger a review of current freight rates.

6. Booking & Freight Availability



All bookings to be made via **Sadleirs Online Portal.**

Where possible, all freight bookings are to be made on the day before collection. Freight being dropped into Sadleirs needs to be delivered before 1.00pm on the day of departure.

7. Consignment Fee



A consignment note fee of \$21.00 will apply to all consignments.

To eliminate additional admin charges we require all bookings to be made via **Sadleirs Online Portal**. Please contact our **Customer Service Team** to organise access and training.

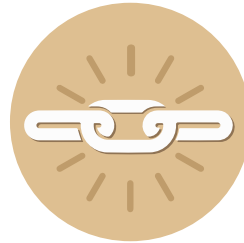
All phone and email bookings will be charged a manual connote fee of \$7.50.

8. Packaging of Goods (including pallet/skid quality)

Adequately packaging your goods for safe transport is one of the most critical tasks in transport. Packaging must be suitable and comply as part of our shared Chain of Responsibility and Legislative Requirements. When packaging your goods, please ensure:



The packaging is strong enough to cope with the weight and density of the goods.



The packaging is robust enough to handle the rigours of normal freight distribution systems.

We will treat your consignment with the utmost care but please note our driver will not collect your goods unless they are correctly packaged. If you are unsure of your obligations please refer to the **CoR Standard & Load Restraint Guide**. Packaging must be suitable and comply as part of our shared Chain of Responsibility & Legislative Requirements. Please refer to our **Safe Freight Guide**.



Did you know Sadleirs operate a **Packaging Division** that provide logistics products to ensure your goods are moved safely, efficiently and correctly. All fully customisable & tailored for your business. If you need any assistance please **contact** our Client Services Team.

9. Booking Cancellation - Full Container Loads

Where a customer has requested a Full Container Load a minimum 24 hours' notice is required for cancellations. Failing to cancel within 24 hours will incur the cost of that rail slot.

Please note that late cancellation fees will apply due to charges from our Rail Provider.

10. Saddleirs Delivery Times

Saddleirs standard delivery times are Monday - Friday between 7.00am and 5.00pm.

Delivery outside of these hours can be made by prior arrangement. Please note additional charges may be incurred.

Please note that we do not deliver to restaurants, post office boxes, residential addresses, farms, storage units, street loading/unloading, shopping centres, multi-story buildings and CBD locations.

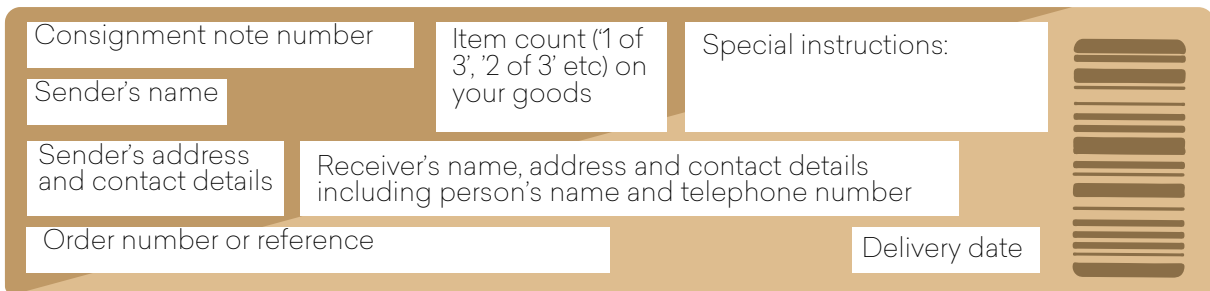
These orders can either be picked up from our Depot, or alternatively we can organise a pre-arranged 3rd Party to perform the final delivery. Additional costs will apply for these.

Where a risk assessment is required as part of a pick-up or delivery, please note this will be charged at \$125.00 per hour.

11. Labelling of Freight

Labelling is a very important factor when it comes to transporting your deliveries. You wouldn't send a blank envelope through the post....the same principles apply in transport.

Please ensure that your goods are correctly labelled with as a minimum the following:



The diagram shows a rectangular label layout with several text boxes and a barcode area on the right. The fields are:

- Consignment note number
- Sender's name
- Item count ('1 of 3', '2 of 3' etc) on your goods
- Special instructions:
- Sender's address and contact details
- Receiver's name, address and contact details including person's name and telephone number
- Order number or reference
- Delivery date

Labels can be printed from our online portal. If you need any assistance contact your local Client Services Team.

12. Paperwork

Consignment notes are a critical component in Chain of Responsibility, and without them we can not fulfill our legislative requirement.

Consignment notes are mandatory at all collections, and we will not pick-up any freight without a consignment note. No consignment note = no pick-up.



The only things that should be attached to your Consignment Notes are:

- Safety Data Sheets for dangerous goods
- Invoices for DC deliveries (2 copies)
- Pallet Dockets

Any other documents should be attached to the freight

13. Limited Liability Waiver

For an additional charge of \$10 (exc GST) per consignment you can opt in for limited liability waiver (LLW). The LLW will provide limited cover (compensation) in the event your goods are damaged or lost while in transit within Sadleirs domestic network or control.

If a claim is accepted you will be entitled to the lesser amount of: \$1000 for general freight (excluding freezer/chiller goods) and \$500 for fragile goods (excluding glass products), the damage to or cost of replacement of the goods, cost of repair of the goods or the cost of the services.

The \$10 charge will automatically occur at time of booking and will appear on your normal transport invoice.

Please note that unpackaged or poorly packed freight will void any LLW Claim.

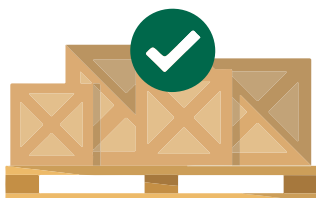
LLW offers coverage	What's not covered
 <ul style="list-style-type: none">• Damage to goods whilst in transit• Loss or non-delivery of Goods• Goods covered for movements within Australia only.	 <ul style="list-style-type: none">• Perishables• Glass Products• Consequential or indirect loss, such as loss of profits• Costs associated with missed deliveries or timeslots

X If you choose not to have LLW cover, please be aware that neither our company nor any carriers, subcontractors or agents used are common carriers and no liability is accepted for damage, loss etc, as per our conditions of cartage.

14. Fuel Surcharge

All transport rates are subject to our monthly fuel surcharge. Our fuel surcharge is adjusted and updated one month in advance in line with the movement in fuel prices. See latest fuel levies [here](#).

15. Support our Occupational Health and Safety Standards



Please consider the safety of our staff, in particular with tall and bulky items. We recommend the use of skids and pallets for heavy items so they may be forked on and off.

Cartons requiring hand loading/unloading to be limited to 20kg max. Again, we ask that all packaging and strapping be adequate.

Drums loaded on pallets present a safety risk if they are not unitised to the pallet. Unitising a drum requires the application of sufficient restraint to the drum and pallet so that the drum will not become free of the pallet during all transport and handling activities.

View our **Safe Freight Guide** for more.

16. Pallets

Sadleirs is not a pallet supply company. Customers must provide their own Loscam/Chep pallets and accept liability for the cost of extra pallets if required for a delivery.

With all pallet movements, Customers must either:

- Send the pallets direct to the End Receiver (which is Sadleirs' preferred option); or
- Transfer the pallets on to the Sadleirs Loscam/Chep account (in accordance with the Pallet Account Transfer process set out below).

On the relevant Consignment Note, Customers must specify:

- Whether the Customer has elected to use Chep or Loscam; and
- The number of pallets and pallet type (Loscam/Chep).

Sadleirs will not accept pallet exchanges, short term loans or IOU's. See full terms [here](#).

Australian Standard Pallets

Loscam and CHEP Pallets are calculated at 1.2m x 1.2m

17. Transit times are expressed in business days

Click here for
our current
Schedule



Any estimated transit days quoted will be exclusive of public holidays and weekends. Let us know if the receiver of your delivery has special requirements.

These might include time slot bookings, call on approach, special instructions etc. Any special instruction or requirement to be entered into the 'Delivery Instructions' via the Sadleirs Portal.

We will do our best to accommodate you, but please communicate these special requirements at the time of booking. Time slotted deliveries will require an additional day's lead time.

18. Storage Charges



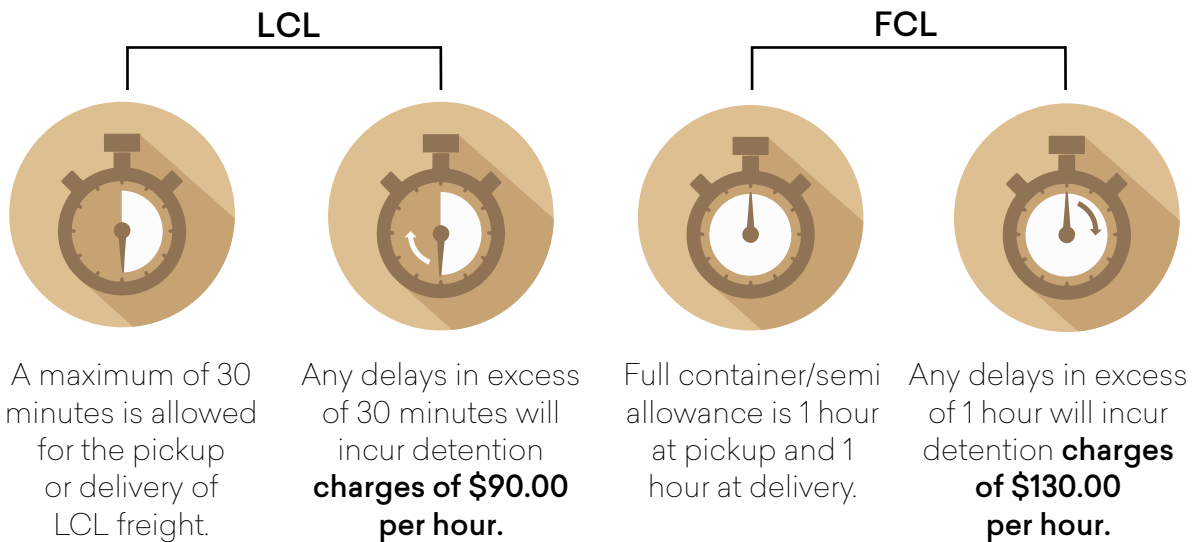
Additional charges of \$5.00 per pallet per day (or part thereof) will apply for either freight dropped in more than 24 hours early, or if the receiver cannot take delivery within 24 hours of arrival.

19. Re-working of freight

If for any reason we need to rework freight for transport or delivery, the following charges will apply:

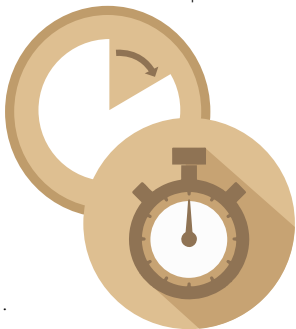
Shrink wrapping of pallets	\$10.00 /pallet
Re-strapping of pallets	\$10.00 /pallet
Re-stacking of pallets	\$68.00 /hour (minimum 1 hour)

20. Demurrage at Pickup & Delivery



21. Time Slot Deliveries

Where delivery goods have to be booked into a bulk warehouse the time slot will be arranged by Sadleirs (except Woolworths orders).



Two copies of the Senders invoice must accompany the consignment note to enable bookings to be made.

Please note that a maximum of 1 hour is allowed for the delivery of consolidated freight, any further delays will incur **detention charges of \$130.00 per hour**, as per our FCL hourly charges.

Time slotted deliveries will require an additional days lead time

22. Western Australian Quarantine and Inspection Service

Under the Biosecurity and Agriculture Management Act 2007 goods imported into Western Australia are subject to Quarantine restrictions.

Failure to comply with restrictions may be an offence, for which penalties apply. A quarantine handling charge of \$65.00 + GST will apply for all consignments requiring AQIS inspection.

It is a requirement under the Plant Diseases Regulations 1989, that the freight carrier declares the contents of the load and any "Quarantine Risk Material" (QRM) contained therein. The SENDER is required to notify us of any QRM including packaging contained in the consignment.

Details of "QRM" are available from WAQIS.

(08) 9334 1800

23. Dangerous Goods



Sadleirs do not handle Class 1 (Explosives), Class 6.2 (Infectious Substances) or Class 7 (Radioactive) goods.

For the cartage of all other dangerous goods as defined by the "Australian Dangerous Goods Code Seventh Edition", all consignments chargeable up to 1000kgs will attract an additional \$195.00 fee and any consignment charged over 1000kgs will attract a \$381.00 fee.

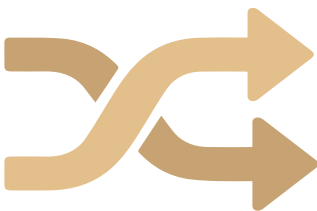
As a consignor you have significant responsibilities, including an obligation to inform all parties that the goods that are travelling are Dangerous Goods (DG).

Fines apply for the incorrect marking of packages that contain dangerous goods or other goods marked incorrectly as dangerous goods. All documentation required under the A.D.G Code must accompany the goods.

Sadleirs reserves the right to decline a consignment if the goods are not booked as DG or if goods are not packed and loaded accordingly with the required documentation.

24. Re-Consignment Fee

An additional charge of \$75.00 + fuel levy + GST (per item/pallet) will be imposed for any freight requiring re-direction, or re-delivery (metro area).



25. Hand Load/Unload



Please note that Sadleirs do not hand load or hand unload freight. All loading and unloading must be performed by a forklift. Loose cartons must be strapped to a pallet or skid.

26. Tailgate Fee



A tailgate fee will be applicable where there is no forklift to load or unload product, and requirement is to supply a vehicle with tailift (metro area).

1-2 pallets:	\$80.00 per delivery
3+ pallets:	\$40.00 per pallet

27. Futile Pick Up and Delivery Fee



The following futile fees will apply if the goods are not ready or if no one is available for collection, where the incorrect address was provided and where delivery cannot be completed because no one is available for unloading, or address is incorrect.

Applicable for each collection and delivery attempt.

LCL (rigid vehicle) pick up and delivery	\$90.00 (per hour/ per consignment)
FCL (semi) pick up and delivery	\$130.00 (per hour/ per consignment)

28. Table of Additional Charges

Additional Charge	Details	Amount
Over length surcharge	Freight 2.4m - 3.6m in length	\$165.00
Over length surcharge	Freight exceeding 3.6m in length	POA
Consignment fee	For all consignments	\$21.00
Manual consignment fee	For consignments not booked through the Sadleirs Portal (phone and email bookings)	\$7.50 per consignment
Re-working of freight	Shrink wrapping of pallets	\$10.00 per pallet
	Re-strapping of pallets	\$10.00 per pallet
	Re-stacking of pallets	\$68.00 per hour (minimum 1 hour)
LCL pick-up/delivery delays	Delays in excess of 30 minutes	\$90.00 per hour
FCL (semi) pick-up/delivery delays	Delays in excess of 1 hour	\$130.00 per hour
Fuel surcharge	All transport rates are subject to our monthly fuel surcharge	See here .
Storage charge	For freight dropped in more than 24hrs early, or if the receiver cannot take delivery within 24 hours of arrival.	\$5 per day per pallet
Time slot delay fee	Delivery exceeding max 1 hour	\$130.00 per hour
Dangerous Goods Fee	For consignments up to 1000kg	\$195.00
	For consignments greater than 1000kg	\$381.00
Re consignment fee	Freight requiring re-direction, or re-delivery	\$75.00
Tailgate fee	Where there is no forklift to load or unload product, and requirement is to supply a vehicle with taillift	1-2 Pallets: \$80.00 Per delivery. 3+ Pallets: \$40.00 Per pallet
Futile Pick-up and delivery Fee - LCL	Goods not ready/Incorrect address/no one available for collection.	\$90.00 (per hour/per consignment)
Futile Pick-up and Delivery Fee - FCL/Semi	Goods not ready/Incorrect address/no one available for collection.	\$130.00 (per hour/per consignment)
Manual POD's	Manual request rather than online.	\$15.00 per POD
Quarantine charge	Handling charge for all consignments that need to be inspected by WA Quarantine on arrival in our Kewdale Facility.	\$65.00 per consignment

Contact Us

If you have any questions regarding this document or any other enquiries, contact our Customer Service Team on **(08) 9333 2432**

Or email **customerservice@sadleirs.com.au** and someone will get back to you.

Sadleirs Transport Co. (NSW) Pty Ltd
ABN 19 000 936 194

Sadleirs Head Office
470 Belmont Avenue Kewdale WA 6105 Australia
PO Box 138 Cloverdale WA 6985
T. 08 9333 2444

www.sadleirs.com.au